

CONFIDENTIAL

Approved For Release 2000/05/08 : CIA-RDP78-03578A000200030005-3

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT: Staffing Requirements for Administering  
the Career Development Programs

1. In accordance with your verbal instructions, I have considered the increased workload which is being placed upon this Division through the transfer of the 40 Career Development positions from the Office of Training and the eventual allocation of a total of 30 Junior Career Development positions during calendar year 1955.

2. To help us in arriving at an estimate of the additional staff that would be required, we have had discussions with individuals in the Office of Training who were responsible for administering the "Senior Program" prior to its transfer to the Office of Personnel. We have also, of course, taken into account our own experience gained to date through the actual processing of the initial group of applicants for the first quarter of the Junior Program. Discussions with the OTR Personnel Officer reveal that three professional (a GS-12, a Major and a GS-9) and two clerical employees (both GS-5) have worked on the Senior Program on a part-time basis. In addition, [REDACTED] of the Career Service Staff estimates that a minimum of 32 hours per month were spent on the Senior Program while [REDACTED] acted as Executive Secretary to the CIA CSB. The attached table (Tab A) shows the number of hours which have been estimated as spent on the various elements involved in administering the Senior Program as well as our estimate of the man-hours which will be required for the Junior Program.

25X1A

25X1A

3. It should be noted that administration of these programs involves responsibility for considerable administrative detail. In addition to the development and implementation of career plans, we are now responsible for such matters involving program participants as the handling of their T&A's, Career Staff applications, Fitness Reports, arranging for establishment of bank accounts, insurance, travel, and frequent correspondence to provide students taking external training throughout the U.S. or overseas with information on numerous administrative matters and personal problems. Cover and security questions will be handled by OTR, but will require constant coordination between OTR and PUD. Questions relating to advances for tuition, books, etc. and accountings therefor require further coordination. Case folders and other personnel records must be maintained and personnel actions must be cut and processed. In effect, the individual assigned responsibility for these programs performs as an administrative case officer, and also as Executive Secretary for the Career Development Committee.

4. It is believed that the responsibilities involved, the importance of the programs, and the levels at which coordination must be effected warrant

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2.

the allocation of one full-time professional position, to be supported by one full-time clerical position. It is recommended that, if possible, these be regular Office of Personnel T/O slots in view of the continuing and permanent support responsibility for these programs. However, in the event this is not feasible, consideration is requested for the use of two JCD slots against which these new positions could be allocated.

5. Attached herewith for your signature and transmittal to DD/A is a memorandum requesting an increase in the Office of Personnel T/O in order to assume the responsibilities set forth above.



Chief, Placement and  
Utilization Division

25X1A

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TAB AESTIMATED MAN-HOURS REQUIRED FOR ADMINISTRATION OF THE JUNIOR CAREER DEVELOPMENT  
AND CAREER DEVELOPMENT PROGRAMS

Administrative Element	HOURS SPENT PER MONTH			
	PROFESSIONAL		CLERICAL	
	<u>JCD</u>	<u>CD</u>	<u>JCD</u>	<u>CD</u>
1. Screening Applications	4	2	8	4
2. Processing Applications	4	2	8	4
3. Interviewing Applicants	4	-	-	-
4. Coordination and Administration of Individual Programs				
a) Between PUD and CTR	8	24	4	16
b) Between PUD & other offices	18	24	8	16
5. Scheduling (Interviews, Testing, Assess- ments, Physicals, Committee Meetings, etc) 2	-	-	4	-
6. Evaluating Applicants	8	-	-	-
7. Conferences and Meetings	12	4	-	-
8. Corresponding:				
a) With applicants	1	2	4	2
b) With individuals in the Program	1	10	4	16
9. Preparing:				
a) Applicant folders	-	-	18	2
b) Recommendations	14	2	16	4
c) Other Memoranda, Reports, etc.	16	8	16	16
10. Supervision	10	10	-	-
Subtotals	102	88	90	80
Grand Total:	<u>190 hours</u>		<u>170 hours</u>	

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Chief, Placement and  
Utilization Division

25X1A

PUD:FEB:ERW/ros (24 January 1955)

Distribution:

- 0 & 1 - Addressee ✓
- 2 - Chief, PUD
- 1 - Chief, C&WD
- 1 - FEB Chrono

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TAB A

ESTIMATED MAN-HOURS REQUIRED FOR ADMINISTRATION OF THE JUNIOR CAREER DEVELOPMENT  
AND CAREER DEVELOPMENT PROGRAMS

Administrative Element	HOURS SPENT PER MONTH			
	PROFESSIONAL		CLERICAL	
	JCD	CD	JCD	CD
1. Screening Applications	4	2	8	4
2. Processing Applications	4	2	8	4
3. Interviewing Applicants	4	-	-	-
4. Coordination and Administration of Individual Programs				
a) Between PUD and OTR	8	24	4	16
b) Between PUD & other offices	18	24	8	16
5. Scheduling (Interviews, Testing, Assess- ments, Physicals, Committee Meetings, etc) 2	-	-	4	-
6. Evaluating Applicants	8	-	-	-
7. Conferences and Meetings	12	4	-	-
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10. Supervision	10	10	-	-
Subtotals	102	88	90	80
Grand Total:	<u>190 hours</u>		<u>170 hours</u>	

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SECRET

## ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

Chief, PUD

TELEPHONE

2715

NO.

DATE

DATE

TO

ROOM  
NO.

REC'D

FWD'D

OFFICER'S  
INITIALS

TELEPHONE

COMMENTS

1.

AD/P

25 JAN 1955

(D)

2.

JAN 26 1955

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

a. Do you concur?  
1-2  
b. Should not same  
indications of grade be  
furnished?  
c. Should not this  
be routed to Mgt. Staff  
for review and recom-  
mendation to AD/A?

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<b>FROM:</b> 25X1A <div style="background-color: black; width: 150px; height: 15px; margin-top: 5px;"></div>					TELEPHONE NO.  	NO.  
					DATE 2-15-55	
TO	ROOM NO.	DATE		OFFICER'S INITIALS	TELEPHONE	COMMENTS
		REC'D	FWD'D			
1. Chief, PUD						<p>Revised per your request. Following changes:</p> <p>a. Re-addressed to DDS through Chief, Management Staff.</p> <p>b. First paragraph re-phrased; last paragraph modified to show specific grades requested.</p> <p style="text-align: right; margin-top: 20px;">7EB</p>
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

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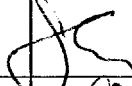


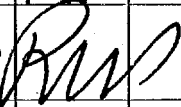
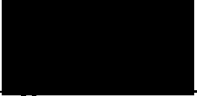
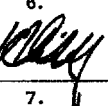
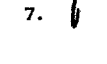
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FROM: 				TELEPHONE NO.	NO.
Deputy Chief, CWD				DATE	1 February 1955
TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Exec. Of/OP		- 7 FEB 1955			a. Concur in establishment of positions as Placement Officer, GS-12 and Personnel Clerk, GS-5. Chief, PUD agrees.
2. DAD/P					b. Suggest memo to DD/A be revised by PUD to include grades proposed.
3. AD/P					c.  states that T/O proposals such as this should be routed to DD/A through MS.
4. C/PUD		14 FEB 1955			
		15 Feb 15 Feb	7 Feb		
5. 					
6. 					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Deputy Chief,  
Classification & Wage Div.

1-2 For your concurrence and return to PUD for further action.

5- The attached memo has been signed by Mr. Pey-  
nolds, but should  
be re-typed for DD/IS  
through Mgt Staff.  
Also include ref. to data  
under a & b above.